State of South Carolina
South Carolina Teacher Application

REFERENCE FORM

The applicant listed below is formally applying for a teaching position. As a part of the employee selection process, it is requested that each applicant forward a copy of this reference form to three persons who are uniquely familiar with his/her ability, potential, and/or past performance. Your prompt attention in completing the items below and returning the form to us will be greatly appreciated. Your reply will be considered strictly confidential. **It is strongly recommended that you select references that can comment on work experiences as an evaluator, supervisor, former principal, etc.**

APPLICANT
First Middle Last

POSITION DESIRED _____

NAME OF REFERENCE _____ POSITION _____

SCHOOL/BUSINESS _____ PHONE _____

TO APPLICANT: All applications and accompanying records become the property of the district and are not available to candidates. Many people will not complete a reference unless confidentiality can be assured. **I agree for this reference to be confidential, and by signing and dating the waiver of access below, I, the undersigned, waive any right of access to this reference.**

Signature of Applicant _____ Date _____

Please record a number from the following scale, which describes the applicant in comparison with persons you have known with comparable years of experience.

1. OUTSTANDING -- Top 10% 2. ABOVE AVERAGE -- Top 25% 3. AVERAGE -- Middle 50%
4. BELOW AVERAGE -- Bottom 25% (LEAVE BLANK IF UNOBSERVED OR UNKNOWN)

Accuracy and dependability		Instructional planning	
Assessment of pupil needs		Integrity	
Attendance		Judgment and common sense	
Classroom management skills		Leadership potential	
Cooperation with others		Loyalty to administration and system	
Correct use of standard English		Maturity (poise, self-control)	
Development of conducive learning environment		Motivation and relationship to pupils	
Effective communication		Enthusiasm for learning and teaching	
Evaluation of pupil progress		Positive attitude toward supervision	
Flexibility		Potential for professional growth	
Implementation of planned instruction		Professional attitude	
Initiative and creativity		Punctuality	

Have you seen the applicant teach? ( ) Yes ( ) No ( ) N/A
How long and in what capacity have you known the applicant? ( ) Yes ( ) No ( ) N/A
Would you employ this person? ( ) Yes ( ) No ( ) N/A
Is this a person you would like to have teach your child? ( ) Yes ( ) No ( ) N/A
Would you prefer talking with us by telephone? ( ) Yes ( ) No ( ) N/A
For the position desired, I recommend the applicant: ( ) Highly ( ) Favorably ( ) With Reservation
( ) Not at all

ADDITIONAL COMMENTS:

_____
Date Signature of Reference Title